



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION

*Art • Communication Studies • Dance  
Film/Video • Music • Photography • Theatre  
Art Gallery • Center for the Arts*

## Division Curriculum Committee

**MEETING DATE:** Thursday, March 14, 2013

**LOCATION:** MUSI-207

**TIME:** 1:00PM-2:00PM

**RECORDER:** D. Hayden

**ATTENDING:**

- P. Chambers-Salazar
- J. Dallal
- J. Davidson
- W. Georges
- P. Santelman

- H. Estrada, Compton Representative
- E. Moore, Fine Arts counselor
- C. Fitzsimons, Dean
- D. Hayden, Associate Dean
- D. Kyte, Classified

**GUESTS:**

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## MINUTES

### I. INFORMATION/ANNOUNCEMENTS

#### A. Minutes

The minutes from February 14, 2013 meeting were approved.

#### B. Timeline for Round 2 course review proposals

- ◇ March 14 -- Originators responses due to DCC comments
- ◇ March 22 -- DCC approved courses forwarded to CCC

The departments were made aware of the division timeline for course reviews this month.

#### C. CurricUNET update 3/13/13

- Reps agreed to follow up with department faculty on pending proposals (see attached list)

### II. DISCUSSION/ACTIONS

#### A. Tips to smooth the review process

- Reps review all proposals from their department faculty before the DCC reviews/votes
- CurricUNET Course Review page must contain all changes, including a justification for any changes to prerequisites or recommended preparation
- Select Assessment from a drop-down menu on "Objectives" page
- Check that the number of Lecture and Lab hours are correct on the "Outline of Subject Matter" page
- Use the "Match Objectives" button to select entry skills.
- Other

The committee discussed ways to streamline the review process based on feedback from the College Curriculum Representative.

#### B. Fall 2013 Strategy (Proposal)

- Circulate Fall 2013 Course Review Schedule in April
- Schedule a Curriculum Workshop/Training on one of the Flex Days in Fall 2013

The committee asked D.L.Hayden to provide a list of courses scheduled to be assessed for the fall. The representatives endorsed the proposal for a Curriculum Review Workshop/Training on a Fall 2013 Flex Day to assist faculty in completing their reviews in advance of the semester.

**III. OTHER**

**IV. FUTURE AGENDA ITEMS:** CCC representative for Fall 2013; Fall 2013 Course Reviews; Flex Day Curriculum Workshop/Training

**V. NEXT MEETING:** Thursday, April 4, 1-2PM

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ATTACHMENTS: Draft Minutes February 14, 2013; Spring 2013 Course Reviews